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MEMORANDUM FOR: Executive Director-Comptroller  
 THROUGH : Director of Planning, Programming and Budgeting  
 SUBJECT : Request for Approval for Transfer of Four Personnel  
 Ceiling Positions from OCS to ORD

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. In establishing the Intelligence Processing Research and Development (IPRD) facility of the Analysis Division of the Office of Research and Development it was an important provision in the plan that an adequate staff of computer specialists-programmer-operator personnel be set up so the IPRD computer equipment could be fully used and maintained for the planned research and development effort. The staff desired for the IPRD has not been attained as yet and the progress that has been made thus far has been possible by the combined effort of the members of the Analysis Division professional staff, an OCS support group assigned to the IPRD, and such added personnel as has been obtainable by contract.

3. It is desirable that one step be taken as soon as possible to achieve a larger and better coordinated IPRD support staff. That step is to incorporate the OCS support group assigned to the IPRD as part of the permanent Analysis Division staff. While there have been no particularly difficult problems in the present arrangement, it is generally agreed that the present arrangement has not been satisfactory both on the score of supervision and administration, as well as providing a clear goal of the future for an OCS career employee. Four OCS personnel are presently assigned to the IPRD. The job titles and grade levels of these positions are as follows:

Computer Specialist	GS-13
Computer Specialist	GS-12
Computer Programmer	GS-11
Digital Computer Systems Operator	GS-09

4. This proposed transfer has been discussed by the Director of Research and Development with the Director of Computer Services and both agree that the proposed action is reasonable and in order at this time.

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5. It is recommended therefore that you approve the transfer of a personnel ceiling authorization of four from the Office of Computer Services to the Office of Research and Development.

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CARL E. DUCKETT

Deputy Director

for

Science and Technology

CONCUR:

(signed)

2 NOV 1967

A / Director of Planning, Programming and Budgeting

Date

APPROVED:

Jay L. White

3 NOV 1967

Executive Director-Comptroller

Date

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(27 Oct 67)

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